



## How to set up a learner account on KS-TRAIN (if you do not have an account)

1. Point your browser to <http://ks.train.org>
2. Click on the “**Create Account**” button in the left hand margin.
3. Complete the online registration form to set up your account. Choose a login ID and password that are easy to remember, write this information down and keep it in a safe place. You should receive an email welcoming you to TRAIN.
4. **Opt IN** to receive TRAIN emails. (such as registration notifications)



With a KS-TRAIN learner account, you will be able to register for,

## [WORK Training For Independent Living Counselors \(1025139\)](#)

1. Login to your KS-TRAIN account.
2. On the homepage below the Seal of Kansas add course # **1025139** to the Search by Course ID field. Click Go.
3. Click the course title. View the Course Detail page for important information.
4. Select the Registration tab, and the Launch button.
5. To withdraw from the course please login to KS-TRAIN, click the ‘My Learning’ link below the Seal of Kansas, click the ‘M’ to the right of the course title and then Withdraw.



Direct course questions to:  
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WORK Program Manager  
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785.291.3461

KS-TRAIN login/password questions to:  
[helpdesk@kdhe.state.ks.us](mailto:helpdesk@kdhe.state.ks.us)  
Or call, 785-296-5655